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SUBJECT: Rotation of Personnel, Interim Practice

1. There are presently an appreciable number of instructors in TRC who should, according to obligations assumed at the time of their assignment to TRC, shortly be available for return to their operations divisions. The mass transfer of that number, 23 or 33 1/3 per cent of the executive and instructional staff now present for duty (not authorized T/O strength), at the normal termination of their tour of duty in TRC on or about 31 December 1951, would be disastrously disruptive. In addition, 11 of the present staff of TRC, or 16 per cent of current strength, would become available for return to their operations divisions during the calendar year 1952. For each individual so returned TRC must in addition assume the burden of orientation and technical training to fit his successor for his new function within TRC.

2. To minimize the serious effects summarized in paragraph 1, above, and assuming qualified replacements will be available in time for their necessary training, the return would be carried out on the following approximate schedule:

Earliest month individual made available to his operations division	Percentage of entire group made available
January 1952	33 1/3 per cent (8)
March 1952	33 1/3 per cent (8)
May 1952	33 1/3 per cent (7)

3. Operations divisions concerned would be notified in advance of the contemplated returnees, by name and rating and proposed date of availability.

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SUBJECT: Proposed Policy on Rotation of Personnel, Long Range Projection

4. To utilize fully the instruction available from individuals with field service experience, the normal term of assignment to TRC is considered as two years. Such term of assignment would be preceded by a familiarization period of from two to four months duration: this period would be devoted to class instruction, for refresher training, to training in the techniques and practices of teaching and orientation in his assignment within TRC. The total time, of from 26 to 28 months, of assignment to TRC requires the physical presence of the individual at TRC for that period; any time necessary for physical movement from or to the field or other jurisdiction of the operations divisions would be additional thereto.

5. TRC would retain certain of its personnel, instructor and secretarial, as not subject to rotation, in order to assure continuity of practice and theory.

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